



CITY OF HOUSTON

FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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January 15, 2016

Subject: Letter of Clarification No. 12
AUTOMOTIVE, CUMMINS REPLACEMENT PARTS AND REPAIR SERVICES FOR
THE FLEET MANAGEMENT DEPARTMENT

Reference: Invitation to Bid (ITB) No.: S40-S25517

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To answer the following questions:

1. Question: *"In Section B, Article 3.0 Liquidated Damages, how and who will be responsible for tracking each job to insure completion dates are met?"*

Answer: *"The Fleet Management Department (FMD) will be responsible through the FMD Shop Manager or designated alternate. The clock will start on each job when the written 'Notice to Proceed' is given to the contractor."*

2. Question: *"In Section B, Article 3.0 Liquidated Damages, can the City set a cap or not to exceed dollar amount?"*

Answer: *"Yes. The maximum liquidated damages is \$500.00 per repair job."*

- To revise the above referenced solicitation as follows:

1. For Section B, Article 3.0, delete in its entirety and replace as follows:

3.0 LIQUIDATED DAMAGES:

The supplier shall supply, in writing, the completion date for approved repairs to the FMD Manager or designated representative. The clock will start on each job when the written 'Notice to Proceed' is given to the supplier by the City. Repairs exceeding the completion date will be subject to \$50.00 liquidated damages charge for each day the supplier exceeds the specified completion date. The maximum liquidated damages is \$500.00 per repair job. The liquidated damages amount shall be deducted from the suppliers invoice for services rendered. In cases where the completion date has been exceeded, the supplier may present, in writing, to the FMD Manager or designee, justification for the delay. If the delay is caused by circumstances beyond the control of the supplier, the department may at the discretion of the FMD Manager or designee choose to waive or adjust the \$50.00 per day liquidated damages.

Council Members: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros Robert Gallegos
Mike H. Laster Larry V. Green Mike Knox David W. Robinson Michael Kubosh Amanda Edwards Jack Christie
Controller: Chris Brown

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Automotive, Cummins Replacement Parts and Repair Services for the Fleet Management Department

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s).

Furthermore, it is the responsibility of each BIDDER to obtain any previous Letter(s) of Clarification associated with this solicitation.



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